

FOR: THE ESTABLISHMENT OF THE STATE EMPLOYEE COMMUNITY
SERVICE PROGRAM

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, public employment should afford each employee the opportunity to be directly involved in providing services to the public; and

WHEREAS, many administrative work assignments involve employees providing services to the citizens only indirectly; and

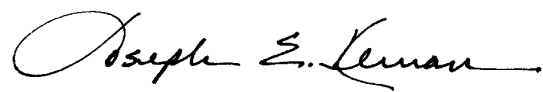
WHEREAS, government and tax exempt organizations provide a myriad of direct service programs which benefit the public and require staffing; and

WHEREAS, Senate Enrolled Act 348-1998 authorizes state employees, who volunteer service to another governmental entity or an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, to perform such services during normal hours of employment, subject to certain restrictions.

NOW THEREFORE, I, Joseph E. Kernan, by virtue of the authority vested in me as the Governor of the State of Indiana and in accordance with Indiana Code 35-44-4(f)(4), as added by Senate Enrolled Act 348-1998, do hereby order that:

1. Each full time State employee will be allowed leave with pay from the employee's regular assigned duties, not to exceed seven and one-half hours each calendar year, (including calendar year 1998), to voluntarily participate in activities for the benefit of another governmental entity or an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.
2. To be eligible for leave with pay under this program, the employee must demonstrate that the employee has donated an equivalent amount of the employee's own time to a governmental entity or tax-exempt organization. The donation of the employee's own time must be verified in writing by the governmental entity or tax-exempt organization.
3. To be eligible to participate in this program, the employee must be subject to the jurisdiction of the State Personnel Department or be employed by the State Police Department. Procedures for the administration of this program shall be adopted by the State Personnel Director.
4. Prior approval of the employing agency head, or the agency head's designee, is required for use of is leave. The operational needs of the employing agency shall be considered in determining whether leave requests will be granted.
5. The State Employee Community Service Program shall become effective September 13, 2003.

IN TESTIMONY WHEREOF, I, Joseph E. Kernan, have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana on this 1st day of October, 2003.



Joseph E. Kernan
Governor of Indiana

ATTEST: Todd Rokita
 Secretary of State